Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")	N = Cannot Meet Requirement
M = Modification Required	T = Third-Party
C = Custom Report/Inquiry	

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	General Requirements					
GR 1.00	System will track grant applications.					
GR 2.00	System will track grant expenditure activity.					
GR 3.00	System will track grant expenditures to multiple funding sources.					
GR 4.00	System will track expenditures from multiple funding sources to a single program.					
GR 5.00	System will track grant activity over multiple years.					
GR 6.00	Grant module is integrated with other relevant modules including but not limited to purchasing, asset management, cost accounting, inventory, human resources, project, accounts payable, revenue and general ledger modules.					
GR 7.00	System will interface with Federal or State grant systems so that grant information can be automatically exchanged.					
GR 8.00	System should track and report grant operations (i.e., budget, expenditures, encumbrances, revenue) over several different periods including state fiscal year, federal fiscal year, multiple-year grant period, and any specified period within the grant period.					
GR 9.00	System should uniquely identify each grant through the assignment of an agency defined grant number and maintain grant-related descriptive information (e.g., grantor's grant number) in a grant table.					
GR 10.00	System allows identification of grants by multiple user-defined identifiers (e.g., award number, state or Board assigned contract number, Catalog of Federal Domestic Assistance (CFDA) number, agreement number, reporting category, and/or project number).					
GR 11.00	System will duplicate preexisting grants to establish templates for new grants.					
GR 12.00	System provides user-defined fields that document the required submissions for grant reimbursement.					
GR 13.00	System will track the following grant application information:					
GR 13.01	Grant number					
GR 13.02	Grant name					
GR 13.03	Grant description					
GR 13.04	Grantor					
GR 13.05	Grantor Contact Name					
GR 13.06	Grantor's mailing address					

Functional Category: Grant Accounting

Vendor Response Codes:
S = Standard Function ("Out-of-the-Box")   N = Cannot Meet Requirement
M = Modification Required   T = Third-Party
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 13.07	Grantor's phone number					
GR 13.08	Date application submitted					
GR 13.09	Date application approved or denied					
GR 13.10	Original grant approval amount					
GR 13.11	Grant budget					
GR 13.12	Grant amendments					
GR 13.13	Grant carryovers					
GR 13.14	Grant fiscal calendar					
GR 13.15	Grant beginning date					
GR 13.16	Grant expiration date					
GR 13.17	Letter of credit/draw-down					
GR 13.18	Amounts of State matching funds					
GR 13.19	Responsible agency or division (multiple)					
GR 13.20	Agency or division contact (multiple)					
GR 13.21	Reimbursement schedule					
GR 13.22	Award Date					
GR 13.23	Letter of Intent to Award Date					
GR 13.24	Contract Number					
GR 13.25	Contract Award Number					
GR 13.26	Approved Contract Date					
GR 13.27	Original Request Amount					
GR 13.28	Award Amount					
Grant Accounting Budget						
GR 14.00	System provides the ability to establish grant budgets					
GR 15.00	System tracks multiple funding sources and expenditures against the budget.					
GR 16.00	System should provide ability to establish grant budgets for and track/multiple funding sources and expenditures against the budget.					
GR 17.00	System allows for multiple funding sources for a single grant.					
GR 18.00	System provides the ability to identify revenue to a funding source.					
GR 19.00	System supports budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, function, fund, object, organization number, project and job order).					

Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")   N = Cannot Meet Requirement
M = Modification Required   T = Third-Party
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 20.00	System will establish expendable budgets for grants at the grant, grant phase or function, and object level at the user's discretion. Expendable budgets control total expenditures and encumbrances charged to the grant.					
GR 21.00	System provides a grant budget that is separate and independent of all other budgets (i.e., appropriation, department, project, and contract).					
GR 22.00	System provides grant budgetary control options as follows:					
GR 22.01	Absolute control – prevents transaction from processing without override approval;					
GR 22.02	Warning - provides warning message but allows transaction to process.					
GR 22.03	No control - allows transaction to process without warning.					
GR 23.00	System should allow for establishing *reimbursable* budgets for grants at the grant, grant phase or function, and object level at the user discretion. Reimbursable budgets control expenditures available for grant billing.					
	Grant Accounting Transaction Processing					
GR 24.00	System will maintain detailed transaction history online for life of grant and for a user-defined period beyond the grant life.					
GR 25.00	System will make adjustments for any open accounting period in any grant or fiscal year.					
GR 26.00	System allows multiple divisions to enter information on a single grant with security constraints established at transaction level.					
GR 27.00	System will comply with the Federal Government's Single Audit Act and cash management legislation.					
GR 28.00	System provides complete accounting in conformity with all U.S. Government and state requirements.					
GR 29.00	System will track by individual sub-categories within a single grant.					
GR 30.00	System supports annual or multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.					
GR 31.00	System allows for expenditures and billing to a grant for a user-defined period beyond the grant fiscal year.					
GR 32.00	System will allow the definition of the program or budget year of the grant/project differently than the system established fiscal year.					

Functional Category: Grant Accounting

Vendor Response Codes:
S = Standard Function ("Out-of-the-Box")   **N = Cannot Meet Requirement**
M = Modification Required   **T = Third-Party**
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 33.00	System will set up and report budget items based on multiple fiscal years and grant years.					
GR 34.00	System will calculate on a user defined basis indirect costs associated with any grant and to provide system generated entries.					
GR 35.00	System should provide ability to support grant closing independent of state fiscal year.					
GR 36.00	System should support financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements).					
GR 37.00	System will track grantor match rates by grant.					
GR 38.00	System will track grantor match rates by grant phase.					
GR 39.00	System will track grantor match rates by object.					
GR 40.00	System will track grantee match rates or amounts by grant, grant phase or function and object.					
GR 41.00	System will calculate on a user defined basis matching fund requirements associated with any grant and to provide system generated entries.					
GR 42.00	System will accommodate grant year accounting and comply with both federal fiscal year and state fiscal year budgeting requirements.					
GR 43.00	System provides the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires.					
GR 44.00	System should provide ability to uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees, including the following:					
GR 44.01	Ability to record awards made to subgrantees					
GR 44.02	Ability to record funds received from federal government (or other sources) for pass-through purposes as either revenue or as non-revenue liabilities					
GR 44.03	Ability to record funds disbursed from the agency as transfers or as reductions of liabilities					
GR 44.04	Ability to record subgrantee budget by categories as defined by the grant and/or subgrant contract					
GR 44.05	Ability to enter as memo entries subgrantee actual expenditures by categories as defined by the grant and/or subgrant contract					

Functional Category: Grant Accounting

Vendor Response Codes:
S = Standard Function ("Out-of-the-Box")
M = Modification Required
C = Custom Report/Inquiry

N = Cannot Meet Requirement
T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 44.06	Ability to capture the effective beginning and end date of the subgrant					
GR 44.07	Ability to warn user if draw-down or reimbursement request exceeds grant award					
GR 45.00	System will link grants to multiple projects.					
GR 46.00	System will link multiple grants to a single project.					
GR 47.00	System will allow for establishing grant activity at lower levels of detail than grant number (e.g., grant phase or activity within phase) and track financial activity associated with each phase.					
GR 48.00	System will differentiate between federal, state, and other agency grants for audit purposes.					
GR 49.00	System provides an edit that ensures the CFDA number is valid for the grantor assigned to the grant.					
GR 50.00	System will capture all financial grant activity through the general ledger.					
GR 51.00	System should provide ability to record direct and indirect costs associated with a grant as memo or actual entries, both for fixed dollars and for applied rates to labor or allowable expenses.					
GR 52.00	System should allow for tracking revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and grant inception date to current date.					
GR 53.00	System should prohibit processing of grant-related expenditure transactions not within grant service dates (with override capability).					
GR 54.00	System should provide ability to suspend a grant prior to completion.					
GR 55.00	System should provide the ability to store the indirect cost rate along with an effective time period for each grant, grant phase, and object.					
GR 56.00	System should provide the ability to apply the indirect cost rate to direct costs and store the result as an actual entry associated with the grant, grant phase, and object.					
GR 57.00	System should provide the ability to apply the indirect cost rate to direct costs and store the result as a memo entry associated with the grant, grant phase and object.					
GR 58.00	System should provide for accumulating total costs without regard to the funding source and then bill each funding source according to the user defined percentage.					

Functional Category: Grant Accounting

Vendor Response Codes:
S = Standard Function ("Out-of-the-Box")   N = Cannot Meet Requirement
M = Modification Required   T = Third-Party
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 59.00	System should support unique match rates for each grant award by grant, grant phase and object, including individual objects or groups of objects (e.g., personnel at 100% and supplies at 25% for grant 1, personnel at 90% and supplies at 40% for grant 2).					
GR 60.00	System should provide automated front-end splitting of transactions across multiple account coding distribution. If the grant on the transaction is a parent transaction, the system should automatically split the transaction and create secondary transactions (e.g., Grant A is a parent of grants B and C with a split of 60% and 40% respectively. When an encumbrance transaction is processed for grant A, it is automatically split along predefined percentages to create encumbrances for grants B and C).					
GR 61.00	System should provide encumbrance liquidation functionality such that when a voucher is processed against an encumbrance that references a parent grant it will automatically split and appropriately liquidate the secondary encumbrances.					
GR 62.00	System should not post any of the secondary transactions unless all of the secondary transactions pass data and funding edits.					
GR 63.00	System should maintain a link between the secondary transactions and the parent transaction.					
GR 64.00	System provides a warning message if a transaction contains a grant number but the grant file will not be updated.					
GR 65.00	System should support budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, phase, fund, and expenditure object).					
GR 66.00	System will carry forward fiscal year fund balances for multi-year grants.					
GR 67.00	System will record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.					
GR 68.00	System will allow recording of memo and statistical transactions.					
GR 69.00	System will utilize workflow to notify grant administrators and other users (at user defined time periods) of grant milestones (expiration dates etc.).					

Functional Category: Grant Accounting

Vendor Response Codes:
S = Standard Function ("Out-of-the-Box")   **N = Cannot Meet Requirement**
M = Modification Required   **T = Third-Party**
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 70.00	System tracks actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).					
GR 71.00	System reports summary expenditure activities based upon the grantor reporting requirements, without requiring changes to the State's object codes.					
GR 72.00	System will access actual expenditure information from other modules (fixed assets, salaries, supplies, etc.) at a detail and summary level for each grant.					
GR 73.00	System reports actual employee and contractor hours worked by grant and grant phase.					
GR 74.00	System reports by grant and grant phase the employee name and number of individuals that worked on the grant and phase.					
GR 75.00	System will check actual expenditures against allowable expenditure type.					
GR 76.00	System will generate revenue/receivable transactions from grants expenditure data.					
GR 77.00	System provides the ability to recognize revenue only after expenditures have been incurred. System allows unrecognized revenues to be carried forward at year end.					
GR 78.00	System will prompt or alert users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time.					
GR 79.00	System recognizes (realizes) grant revenues after a user specified period of time once the grant expenditure has been recorded.					
GR 80.00	System will link receipt of revenue to grant.					
GR 81.00	System will allow distributed users (station/units) to enter grant expenditures on line.					
GR 82.00	System provides workflow capability to notify grant administrators when a review and/or approval of information is required.					
GR 83.00	System monitors progress of grant expenditures/revenues against original grant contract information.					
GR 84.00	System tracks milestones and expiration & extension dates.					

Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")   N = Cannot Meet Requirement
M = Modification Required   T = Third-Party
C = Custom Report/Inquiry

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 85.00	System will categorize and report on grant revenue/expenditures, start/end dates and other information within user-defined time periods, such as fiscal year, federal reporting year, grant term, etc.					
GR 86.00	System will have the ability to estimate expenses through the duration of the grant and compare these estimates against the budget.					
GR 87.00	System will track and monitor cash flow.					
GR 88.00	System will track and account for reimbursements and advance payments in accordance with Federal and State requirements.					
GR 89.00	System will add, modify or delete grant information online with audit trail of all changes.					
GR 90.00	System provides for grant summary history online.					
GR 91.00	System supports multiple programs per grant (sub-grants).					
GR 92.00	System will archive or purge expired grants or non-awarded grants after user-specified period of time.					
GR 93.00	System will archive closed grants with no activity beyond a user defined time interval.					
GR 94.00	System will suspend grant transactions based on user defined criteria (i.e., expiration date or grant status).					
GR 95.00	System provides a flag/indicator that prevents transactions from posting against the grant.					
	Grant Accounting Billing, Inquiry, and Reporting					
GR 96.00	System provides a tickler or warning message to user for outstanding receivables after a user-specified length of time.					
GR 97.00	System provides an on-line inquiry screen that displays grant reimbursable budget, encumbrances, expenditures, revenues, and amount billed budget. The numbers displayed should be the same balances used by the billing edit program.					
GR 98.00	System provides an edit to ensure that grant billings do not exceed the reimbursable budget.					
GR 99.00	System will track federal, state, and local grant matching requirements.					
GR 100.00	System will interface with Accounts Receivable to provide all billing, aging, and tracking capabilities.					
GR 101.00	System provides the ability to bill by any grant component.					
GR 102.00	System will automatically bill the grantor from grant data (i.e., grant phase, object, match rate) when a bill is required.					

Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")	**N = Cannot Meet Requirement**
M = Modification Required	**T = Third-Party**
C = Custom Report/Inquiry	

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 103.00	System will produce reports using both grantor-defined categories or the State's chart of accounts.					
GR 104.00	System will report on grants both cumulatively and by user-defined periods.					
GR 105.00	System reprints a letter of credit and the remaining balance on the letter of credit.					
GR 106.00	System provides a list of total draws by grant for a user specified period of time.					
GR 107.00	System will report on the detail that supports letters of credit, requests for reimbursement, and the cash drawdown process, including application of indirect costs on a grant-by-grant basis.					
GR 108.00	System provides the following reports:					
GR 108.01	Expenditures and revenues					
GR 108.02	Sources of revenues					
GR 108.03	Reimbursed costs					
GR 108.04	Budget vs. actual costs					
GR 108.05	Comparison between Claim Submitted and Actual Revenue Received					
GR 108.06	Projected Estimated Budget vs. Actual Estimated Report					
GR 108.07	Combined grant revenue and expenditure reports					
GR 108.08	Pending approval grant application report					
GR 108.09	Pending expiration or expired grant report					
GR 108.10	Grant financial year end statements					
GR 108.11	Advances of grantor funding vs. Actual costs, including interest earned on reserves					
GR 108.12	Provide for narrative information appended to reports					
GR 109.00	System will maintain statistical information and produce reports on services provided.					
GR 110.00	System provides ability to import/export Word, WordPerfect, and PDF files without loss of formatting.					
GR 111.00	System provides ability to import/export information into spreadsheets (i.e., Excel) or databases (I.e. Access, Foxpro) for "What-If" analysis.					
GR 112.00	System will display the following on-screen:					
GR 112.01	Grant identifiers (name, number, etc.)					
GR 112.02	Grant budget(s)					

Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")	N = Cannot Meet Requirement
M = Modification Required	T = Third-Party
C = Custom Report/Inquiry	

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 112.03	Current year-to-date fiscal budget, revenues and expenditures					
GR 112.04	Grant-to-date budget, revenues, expenditures					
GR 112.05	Unexpended balance					
GR 112.06	Encumbrances					
GR 112.07	Listing of Draw-down Documents including date and dollar amount					
GR 112.08	Listing of Advances Documents including date and dollar amount					
GR 112.09	Grant transaction detail					
GR 113.00	System will roll-up grant to higher levels for internal and external reporting.					
GR 114.00	System will produce the Schedule of Expenditures of Federal Awards.					
GR 115.00	System provides grant on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).					
GR 116.00	System provides an on-line inquiry screen that displays the grant expendable budget, encumbrances, expenditures, revenues, and available budget.					
GR 117.00	System must allow for separate posting of expenditures for highway construction contracts from other expenditures for federal reporting on a grant.					
GR 118.00	System must hold in suspense expenditures recorded by field personnel until audited and approved for payment by Finance office.					
GR 119.00	System must track retainage withheld on each contract for each grant.					
GR 120.00	System must calculate amount to be billed taking into consideration amounts previously billed.					
GR 121.00	System must generate report to show costs accumulated prior to federal authorization					
GR 122.00	System must generate report to show federal share of costs that have been accumulated in excess of the authorized agreement amount.					
GR 123.00	System must generate report to show costs accumulated after the projects has been closed for billing.					
GR 124.00	System must allow for multiple federal appropriation codes, state appropriation codes and participation percentages.					
GR 125.00	System must designate whether costs are participating or non participating.					

Functional Category: Grant Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")	N = Cannot Meet Requirement
M = Modification Required	T = Third-Party
C = Custom Report/Inquiry	

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GR 126.00	System must have mechanism to bill multiple partipants on a grant. (eg. Federal, local, other state, other state agency, private entity)					